

**BROCKWAY AREA SCHOOL DISTRICT
40 NORTH STREET
BROCKWAY, PA 15824**

DATE _____

SUPPORT STAFF APPLICATION

NAME:

Last First Middle

ADDRESS:

Street

City State Zip

Social Security Number () Telephone

POSITION APPLYING FOR:

Custodial _____ Secretarial _____
Food service _____ Aide _____

Are you interested in working as a substitute in one or more of the above categories? _____

If "yes" which one(s)? _____

Date available for employment _____

EDUCATIONAL BACKGROUND

	School or Institution and Location	Major/Minor or Course Taken	Diplomas, Degrees, Credits or Certification Earned
High School			
Commercial, Tech or Trade			

EXPERIENCE

Dates		Name of Employer and Address	Your Title
From			
To			
		(Area Code) Telephone	
Work Performed		Reason for Leaving	
Name and Title of Supervisor		May we contact him/her?	

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From			
To			
		(Area Code) Telephone	
Work Performed		Reason for Leaving	
Name and Title of Supervisor		May we contact him/her?	

OTHER QUALIFICATIONS

Summarize job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application. (honors, awards, activities, technology skills or professional development activities).

REFERENCES

References should include persons who have first-hand knowledge of your professional competence and your personal qualifications. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) should be made.

Name	Position	Address	Telephone

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determination before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit, minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any conviction(s) which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you convicted of a criminal offense?	_____ Yes	_____ No
Are you currently under charges for a criminal offense?	_____ Yes	_____ No
Have you ever forfeited bond or collateral in connection with a criminal offense?	_____ Yes	_____ No
Within the last ten years, have you been fired from any job for any reason?	_____ Yes	_____ No
Are you subject to any visa or immigration status, which would prevent lawful employment?	_____ Yes	_____ No
Within the last ten years, have you quit a job after being notified that you would be fired?	_____ Yes	_____ No

Note: if you answered yes to any of these questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

Act 34 Compliance (Background Check of Prospective Employees)

Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. Each out of state applicant must submit with his/her application for employment a copy of a federal criminal record history from the Federal Bureau of Investigation. The criminal record history report must be no more than on (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

Act 151 (PA Child Abuse History Clearance)

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be not more than one (1) year old. The applicant **MUST** submit the **ORIGINAL** report prior to employment.

Act 114 (FBI Federal Criminal History Records for Prospective Employees)

All student teachers and prospective employees of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees and bus drivers, who have direct contact with children, must provide a copy of their Federal Criminal History Record that cannot be more than one year old.

Physical Exam

Section 1418 of the Pennsylvania School Code requires a preemployment physical examination and evidence of a tuberculosis test within a two year period. Before employment, evidence of such examination and tests must be filed in the office. Forms may be secured in the Superintendent's Office. No one may begin work before completing these examinations.

Certification and Release Authorization

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge, and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for : (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Brockway Area School District may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information.

Date

Signature of candidate (in ink)
(must be original)

Pennsylvania School Districts do not discriminate in their educational programs, activities, or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

THIS APPLICATION WILL REMAIN ON FILE FOR THREE (3) YEARS FROM DATE OF ORIGIN.